



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

June 17, 2005

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **EXECUTIVE RECRUITMENTS – KING/DREW MEDICAL CENTER (KDMC)**

This is to provide the status of the recruitments for the executive positions at King/Drew Medical Center. The filing for all these recruitments was opened by April 1 on an open continuous basis which means that they will remain open until appointments are made. These recruitments and the current pool of applicants to date are as follows:

<u>RECRUITMENT</u>	<u>APPLICANTS</u>	<u>MEETS THE REQUIREMENTS</u>
Chief Executive Officer	12	4
Chief Operating Officer	16	5
Chief Nursing Officer	14	5
Clinical Nursing Dir. II (4 positions)		
Psychiatry	10	5
Medical/Surgery/Critical Care	11	10
ER/Pediatric Outpatient Clinic	8	3
Perioperative/Women Services	3	2

These recruitments are being conducted by search firms who continue to actively identify additional candidates. The following provides supplemental information on each of the recruitments.

**Chief Executive Officer** (Unclassified) – The search firm for this recruitment is Russell Reynolds Associates. In order to expedite the process, the four candidates to date that meet the Minimum Requirements have been interviewed by a Qualifying Screening Panel (Fred Leaf, a member of the Hospital Advisory Board, an executive

from Navigant, and the Medical Director of KDMC). As additional candidates are identified in the near future, they also will be interviewed by the Qualifying Screening Panel. The results of these assessments will be forwarded to a selection panel including Dr. Garthwaite and various members of the KDMC Hospital Advisory Board.

The search firm actively continues to search for additional candidates; while we maintain daily contact with the search firm, a meeting has been scheduled for Monday, June 27 with the search firm and the Qualifying Screening Panel at KDMC to discuss their strategy.

**Chief Operating Officer (Classified)** – The search firm for this recruitment is Russell Reynolds Associates. The search firm has interviewed four of the five candidates that meet the Selection Requirements and is in the process of scheduling the fifth candidate. We are currently in the process of developing a Civil Service Eligible Register for use by the appointing authority to conduct selection interviews and hire.

**Chief Nursing Officer (Classified)** – The search firm for this recruitment is Moore and Associates. Five candidates meet the Selection Requirements and a Civil Service Eligible Register has been established for use by the appointing authority to conduct selection interviews and hire. We are currently scheduling the fifth candidate.

**Clinical Nursing Director II/Psychiatry (Classified)** – The search firm for this recruitment is Soliant Health. Five candidates meet the Selection Requirements and a Civil Service Eligible Register has been established for use by the appointing authority to conduct selection interviews and hire.

**Clinical Nursing Director II/Medical/Surgery/Critical Care (Classified)** – The search firm for this recruitment is Soliant Health. Ten candidates meet the Selection Requirements and a Civil Service Eligible Register has been established for use by the appointing authority to conduct selection interviews and hire.

**Clinical Nursing Director II/ER Department/Pediatric Outpatient Clinic (Classified)** – The search firm for this recruitment is Soliant Health. Three candidates meet the Selection Requirements and a Civil Service Eligible Register has been established for use by the appointing authority to conduct selection interviews and hire.

**Clinical Nursing Director II – Perioperative/Women Services (Classified)** – The search firm for this recruitment is Soliant Health. Two candidates meet the Selection Requirements and a Civil Service Eligible Register has been established for use by the appointing authority to conduct selection interviews and hire.

Each Supervisor  
June 17, 2005  
Page 3

The above search firms performing these recruitments were selected through a competitive proposal process. The search firms selected have unique databases of candidates for their area of specialty and they utilize these databases and their networking capabilities to identify and contact potential candidates. Experience indicates that viable candidates are typically identified through these approaches and not through advertisements. Notwithstanding this, attached is a list of advertising and other media utilized to attract candidates and enhance recruitment efforts.

If you or your staff have any questions, please contact me.

MJH:REB  
JEL:kc

Attachment

c: Chief Administrative Officer  
Director, Department of Health Services  
Navigant  
KDMC Hospital Advisory Board

EXEC REC\MLK GENERAL\MLK RECRUITMENTS STATUS MEMO

## **EXECUTIVE RECRUITMENT/ADVERTISEMENTS**

### **Chief Executive Officer**

- Ads in eight standard newspapers - week of April 24, 2005 (Antelope Valley Press, Asian Week, China Press, Inland Valley Daily Bulletin, La Opinión, LA Sentinel, Los Angeles Times, Newhall Signal)
- Search firm attended the American Hospital Association conference and solicited candidates in Washington D.C. May 1 – 3, 2005.
- Search firm met with selected executives of the American Hospital Association in Chicago the week of May 9, 2005.
- Job announcement posted on L.A. County's Job Information website.

### **Chief Operating Officer**

- Ads in eight standard newspapers - week of April 24, 2005 (Antelope Valley Press, Asian Week, China Press, Inland Valley Daily Bulletin, La Opinión, LA Sentinel, Los Angeles Times, Newhall Signal)
- Search firm attended the American Hospital Association conference and solicited candidates in Washington D.C. May 1 – 3, 2005.
- Search firm met with selected executives of the American Hospital Association in Chicago the week of May 9, 2005.
- Job announcement posted on L.A. County's Job Information website.

### **Chief Nursing Officer**

- Ads placed:
  - Eight standard newspapers - week of April 24, 2005 (Antelope Valley Press, Asian Week, China Press, Inland Valley Daily Bulletin, La Opinión, LA Sentinel, Los Angeles Times, Newhall Signal) - *Additional ad placed in L.A. Times, May 8, 2005*
  - *Nurseweek*, April 11 – 24; May 9 – June 5
  - *American Association of Critical Care Nurses*, April – 2005
  - *Working Nurse*, April 25 – June 6, 2005
- Search firm attended the American Organization of Nurse Executives (AONE) conference and solicited candidates in Chicago week of April 15 – 19, 2005.
- Booth set up to solicit candidates:
  - L.A. Times Healthcare Career Expo – May 3, 2005.
  - KDMC Nursing Interview Day – 5/11/05 (paycheck stuffers distributed to KDMC staff and E-mail sent to DHS employees announcing this event.)
- Job bulletins distributed:
  - Perioperative RNs (AORN) conference held April 4 – 7, 2005.
- Job announcement posted on L.A. County's Job Information website.

**Clinical Nursing Director II – (4) positions: Psychiatry; Medical Surgery, Critical Care; ER Department, Pediatric Outpatient Clinic; Perioperative/Woman Services**

- Ads placed:
  - L.A. Times, May 8, 2005
  - *Nurseweek*, April 11 – 24; May 9 – June 5
  - *American Association of Critical Care Nurses (AACN)*, April – 2005
  - *Working Nurse*, April 25 – June 6, 2005
- County recruiters attended the Association of Operating Room Nurses (AORN) conference held in New Orleans week of April 3 – 7, 2005.
- Booth set up to solicit candidates:
  - L.A. Times Healthcare Career Expo – May 3, 2005.
  - KDMC Nursing Interview Day – 5/11/05 (paycheck stuffers distributed to KMDC staff and E-mail sent to DHS employees announcing this event.)
- E-mail and Fax by search firm to 40,000 RNs in database
- Website posting:
  - Association of Operating Room Nurses (AORN)
  - Monster.com
  - Nurseweek.com
  - L.A. County Job Information (<http://dhr.lacounty.info/>)
- Direct Mail:
  - APNA (American Psychiatric Nurses Association)